



State of Nevada

IT Project Oversight Committee (ITPOC)

Policy

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9.10	A	IT Project Close-Out	06/13/02	1 of 3

1.0 PURPOSE

To establish a project close-out policy for information technology (IT) projects in the state of Nevada. The purpose is to ensure that lessons learned from projects are captured for use in continual process improvement. The project close-out policy requires that IT projects must follow a project close-out process upon completion of the project that includes development of a Project Close-Out report to capture lessons learned and archival of project records based on organizationally defined requirements.

2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- A. Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- B. Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- C. IT projects and investments that are critical in nature or have major impact on a state organization.

3.0 EFFECTIVE DATES

The requirements of this procedure are effective 90 days after sign-off by the Governor or his designee.

4.0 RESPONSIBILITIES

Heads of all Nevada state executive branch organizations are responsible for their organization's compliance with the requirements of this policy.

The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.

5.0 RELATED DOCUMENTS

http://nitoc.nv.gov/document_index.htm#ProjectOversight – Project
Policy 9.04(A) Project Management
Policy 9.05(A) Project Planning
Policy 9.06(A) Risk Management
Policy 9.07(A) Project Tracking
Policy 9.08(A) Requirements Management
Policy 9.09(A) Configuration Management
Standard 9.03(A) Monthly Cost Schedule Report
Standard 9.11(A) Risk Assessment and Management Report



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6.0 POLICY

State organizations must follow procedures for conducting lessons learned on IT projects during a project close-out process. Close-out is determined when all the requirements within the scope have been met, users have reviewed and accepted the system, and the project sponsor has signed off. The process includes preparation of a Project Close-Out report to capture lessons learned and archival of project records.

The formal closing of a project reflects the temporary nature of a project. Upon completion of the project, resources are reassigned, project records are archived (per organizationally defined procedures), and the lessons learned on the project are determined and documented.

OBJECTIVES:

1. Ensure that continuous organizational improvements can be achieved through recognition of the successes and problems associated with execution of the project.
2. Develop a repository of project metrics that can be used to facilitate future project cost and schedule estimation.
3. Develop organizational standards for archiving project data so that consistent information is saved for all projects.

To demonstrate compliance with this policy, the following documentation must be available, at a minimum:

- Project Close-Out report
- Project archive update

7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

8.0 DEFINITIONS

- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.



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- 8.3 **Qualified Project Manager:** An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

<i>Approved By</i>		
Title	Signature	Date
ITPOC Chair	Signature on File	6/13/02
NV IT Operations Committee Chair	Signature on File	6/13/02
Governor/Governor's Representative	Signature on file	6/30/03

<i>Document History</i>		
Revision	Date	Change
A	6/13/02	Initial release.